

STATE OF ALABAMA
PEACE OFFICERS' STANDARDS
AND TRAINING COMMISSION



CHIEF R. ALAN BENEFIELD
EXECUTIVE SECRETARY

June 21, 2017

MEMORANDUM

TO: All Chief Law Enforcement Officers

FROM: Chief R. Alan Benefield
Executive Secretary

RE: ACT WorkKeys adopted as official APOSTC Basic Ability Test
Effective July 1, 2017

In 2014 the Alabama Peace Officers' Standards and Training Commission (Commission) modified the education requirements for law enforcement officer and state correctional officer applicants to include the requirement of the applicant completing a Commission approved Basic Ability Test (BAT). The Commission later temporarily suspended the requirement for the BAT pending completion of the test development. Subsequently, the Commission entered into an agreement with the Alabama Community College System (ACCS) to conduct a comprehensive analysis of law enforcement/state correctional officers to determine entry level basic skills along with the "cut-off score" or passing grade necessary to pass the test. After completion of the assessment by ACCS the Commission adopted the three recommended components of the ACT WorkKeys assessment as the official BAT for applicants who possess a high school diploma or GED. The three components of the WorkKeys test and the passing scores for law enforcement officer applicants are as follows: (1) Reading for Information (Workplace Documents), pass score 4, (2) Locating Information (Graphic Literacy), pass score 4, and (3) Applied Mathematics pass score 3. The same components of the test are required for state correctional officer applicants with a pass score of three (3) on each of the components.

Attached for your information is a copy of the BAT announcement notice that further explains the test requirements and testing locations across the state. This notice is also posted on the APOSTC web site.

It is also noteworthy that an applicant possessing an Associate Degree or higher earned from a college or university accredited by the Southern Association of Colleges and Schools (SACS) is not required to submit to the BAT requirement. A complete copy of Chapter 2 of the Alabama Administrative Code, as amended, is also attached.

The BAT requirement is effective July 1, 2017. However, for transition purposes only, applications submitted to APOST for academy classes starting prior to October 1, 2017, may be accepted without completion of the BAT provided all prior APOSTC education requirements are met and proper documentation is provided. Any applicant failing to meet all previous education requirements or who fails to provide the required documentation, is required to successfully pass the BAT before enrollment in the academy.

NOTICE

ACT WORKKEYS ASSESSMENT ADOPTED AS BASIC ABILITY TEST

EFFECTIVE JULY 1, 2017

In partnership with the Alabama Community College System, the Alabama Peace Officers' Standards and Training Commission (APOSTC) has adopted the *ACT WorkKeys Assessment* as the official Basic Ability Test (BAT) for all applicants for Law Enforcement Officer and State Correctional Officer employment and certification. This requirement is effective July 1, 2017.

In addition to possession of a valid high school diploma or General Educational Development (GED) certificate, the BAT is required of all applicants, excepting those applicants who have been previously APOSTC certified and who are required to complete the Refresher training for reinstatement of their Certification, or, those applicants possessing an earned Associate's Degree or higher Degree from a College or University accredited by the Southern Association of Colleges and Schools (SACS), or its regional equivalent.

Individuals who do not possess a valid *ACT WorkKeys Assessment* (BAT) may test at any Alabama Community College within the State. A list of Alabama Community Colleges can be found [here](#). Applicants or their agencies may contact the community college nearest their location for scheduling and other related information.

A fee of \$45, payable to the community college, is required prior to testing. Should an applicant fail any segment of the three segment test, the applicant is allowed to re-take that segment for an additional fee of \$15 per segment.

The *ACT WorkKeys Assessment* is available nationwide. Subject to the employing agency's approval, out-of-state applicants may take the *ACT WorkKeys Assessment* (BAT) in their home state provided proper documentation of a valid test result is submitted to both the employing agency and APOSTC.

For complete information relating to the BAT and *ACT WorkKeys Assessment* requirements please read the entire text of Chapter Two (2) of the Alabama (APOSTC) Administrative Code, as amended.

Alabama Community College System - Testing Center Contacts 2017

Member Name	Address	Phone	EMAIL	Employer	Title
Tique Gator	1411 Indiana Ave. Jasper, AL 35501	205-387-5191	tgator@bscc.edu	Bevill State Community College	Testing Coordinator
Melissa Stowe	1411 Indiana Ave. Jasper, AL 35501	205-387-5191	melissa.stowe@bscc.edu	Bevill State Community College	Testing Department
Patricia Rowser	351 North Broad Street Mobile AL 36603	334-405-7009	prowser@bishop.edu	Bishop State Community College	Learning Assistant
Denny Smith	PO Box 2216 Decatur AL 35609	256-306-2637	dennis.smith@calhoun.edu	Calhoun Community College	Director of Testing and Assessment
Karen Hayes	1675 Cherokee Road Alexander City, AL 35010	256-215-4270	khayes@cacc.edu	Central Alabama Community College	Testing Coordinator
Gloria Canty	2602 College Drive Phenix City AL 36869	334-291-4900	gloria.canty@cv.edu	Chattahoochee Valley Community College	Testing Coordinator
Donyale Jones	3421 Meridian Street North Huntsville, AL 35911	256-551-3116	donyale.jones@drakestate.edu	Drake State Community and Technical College	Testing Coordinator
Linda Stephens	600 Plaza Dr, Enterprise, AL 36330	334-347-2623 ext. 2301	lstephens@esc.edu	Enterprise State Community College	Library Director
Leila Emmanuel	1900 S US Highway 31, Bay Minette, AL 36507	251-580-2185	lemmanuel@faulknerstate.edu	Coastal Alabama Community College	Secretary
David Hartley	1001 George Wallace Dr Gadsden, AL 35903	256-343-3249	dhartley@gadsdenstate.edu	Gadsden State Community College	Testing Coordinator
.ori Varner	1001 George Wallace Dr Gadsden, AL 35903	205-343-3249	lvarner@gadsdenstate.edu	Gadsden State Community College	Testing Specialist
randal Barnett	P.O. Box 958 Brewton, AL 36427	251-368-7603	randal.barnett@jdcc.edu	Coastal Alabama Community College	Testing Coordinator
hannon Ginn	2601 Carson Road Birmingham, AL 35215	205-853-1200	sginn@jeffersonstate.edu	Jefferson State Community College	Testing Coordinator
ina Hughes	2601 Carson Road Birmingham, AL 35215	205-853-1200	trhughes@jeffersonstate.edu	Jefferson State Community College	Test Proctor

Member Name	Address	Phone	EMAIL	Employer	Title
Shirley Barnes	3060 Wilson Road, SW Birmingham, AL 35221	205-929-6435	sbarnes@lawsonstate.edu	Lawson State Community College	Student Services
Nancy Griggs	PO Box 159 Rainsville AL 35986	256.228.6001 ext. 2217	griggsn@nacc.edu	Northeast Alabama Community College	WorkKeys Coordinator
Judith Lea	PO Box 159 Rainsville AL 35986	256-638-4418 Ext. 2309	leaj@nacc.edu	Northeast Alabama Community College	Testing Director
Rita Thorne	800 George Wallace Blvd. Muscle Shoals AL 35581	256-331-5282	rthorne@nwsc.edu	Northwest-Shoals Community College	Competency Testing Lab Manager II
Martha Key	9500 Old Greensboro Road Box 188 Tuscaloosa, AL 35405	205-391-2231	mkey@sheltonstate.edu	Shelton State Community College	Director of Testing and Assessment Services
Debbie Barton	9500 Old Greensboro Road Box 188 Tuscaloosa, AL 35405	205-391-2231	dbarton@sheltonstate.edu	Shelton State Community College	Testing Specialist
Cherri Barnard	Snead State Community College Boaz, AL	256-840-4152	cherri.barnard@snead.edu	Snead State Community College	WorkKeys Administrator
Robbie Whaley	750 Roberts St, Wadley, AL 36276	334-745-6437	rwhaley@suscc.edu	Southern Union State Community College	Coordinator of Assessments
Deolis Curry	1225 Air Base Blvd. Montgomery AL. 36108	334-420-4371	dcurry@trenholmstate.edu	Trenholm State Community College	Lab Specialist
Hope Gunn	1141 Wallace Drive, Dothan, AL 36303	334-983-3521	hgunn@wallace.edu	Wallace Community College-Dothan	Testing Coordinator
Jean Jackson	3000 Earl Goodwin Parkway Selma, AL 36702	334-876-9317	jean.jackson@wccs.edu	Wallace State Community College-Selma	Testing Specialist
Chuck Davis	801 Main Street NW Hanceville, AL 35077	256-352-8248	chuck.davis@wallacestate.edu	Wallace State Community College-Hanceville	Testing Coordinator

SHEFFIELD POLICE DEPARTMENT
SUPPLEMENT TO APPLICATION

Effective 10/1/83, the new administrative procedures, rules, and regulations of the Alabama Peace Officers Standards and Training Commission as ordered by the Alabama Legislature are as follows:

1. Each applicant must meet and pass certain physical, medical, and educational requirements set forth.
2. No applicant may have been convicted of a felony. A felony conviction makes an applicant ineligible for appointment.
3. No applicant may have been convicted of a misdemeanor which has been defined by the courts of this state as involving moral turpitude.

DATE: _____

NAME: _____ DOB: _____

ADDRESS: _____

PHONE: _____ S.S.# _____ HT: _____ WT: _____

DRIVERS LICENSE# _____ EMAIL ADDRESS: _____

MARITAL STATUS: _____ # OF CHILDREN: _____ IF MARRIED, YOUR SPOUSE'S
MAIDEN NAME: _____ AND DATE OF BIRTH: _____
SPOUSE'S OCCUPATION AND PLACE OF EMPLOYMENT: _____

MILITARY SERVICE: _____ WHEN: _____ BRANCH: _____
TYPE OF DISCHARGE: _____ DATE: _____
ACTIVE RESERVE: _____ NATIONAL GUARD: _____
UNIT: _____

DID YOU GRADUATE FROM HIGH SCHOOL? _____ IF NO, DO YOU HAVE A GED
CERTIFICATE? _____ CAN YOU FURNISH A COPY? _____ COLLEGE:
_____ WHERE: _____ OR CREDIT HOURS: _____

PRIOR POLICE EXPERIENCE: _____ DEPARTMENT: _____
POLICE ACADEMY: _____ WHERE: _____

DO YOU NOW USE DRUGS: _____ HAVE YOU EVER BEFORE? _____
WHAT KIND? _____ DO YOU NOW USE ALCOHOLIC BEVERAGES? _____
LIQUOR: _____ BEER: _____ ARE YOU NOW AN ALCOHOLIC: _____
ARE YOU AN ADDICT: _____ HAVE YOU EVER BEEN TREATED FOR ALCOHOL
OR DRUG ADDICTION: _____

HAVE YOU EVER BEEN FIRED OR DISCHARGED FROM A JOB? _____
WHERE: _____

HAVE YOU EVER BEEN ARRESTED: _____ FOR? _____
WHERE: _____ DO YOU PRESENTLY HAVE ANY CHARGES
PENDING AGAINST YOU ANYWHERE: _____ HAVE YOU EVER BEEN INDICTED BY
A GRAND JURY FOR ANY CHARGE: _____ HAVE YOU EVER BEEN CONVICTED
OF A FELONY: _____ OR CRIME OF MORAL TURPITUDE: _____
WHAT: _____

HAVE YOU EVER BEEN A MENTAL PATIENT OR TREATED FOR MENTAL DISORDER?
WHEN: _____ WHERE: _____
ARE YOU NOW RECEIVING TREATMENT FOR A MENTAL CONDITION? _____

DO YOU HAVE EPILEPSY: _____ HAVE YOU EVER BEEN TREATED FOR
SUCH? _____ DO YOU HAVE DIABETES: _____
HIGH-BLOOD PRESSURE _____ OR BEEN TREATED FOR SUCH: _____
DO YOU HAVE TO TAKE ANY MEDICATION DAILY? _____

If hired, you will be required to attend a 12-week law enforcement academy. The following standards are required:

1. Complete physical agility course within 90 seconds
2. Do 22 push-ups in one minute
3. Do 25 sit-ups in one minute
4. Run 1.5 miles within 15 minutes and 28 seconds
5. Overall scores of not less than 70% on written exams
6. Pass the first aid exam with score of not less than 70%
7. Pass legal issues exam with score of not less than 70%
8. A score of at least 70% on firearms course
9. Students shall not be absent more than 5% of required training hours
10. Trainee shall comply with all rules and regulations of Academy
11. Upon being hired the applicant must pass a psychological exam paid by the City

RELEASE OF INFORMATION FORM

DATE: _____

I do hereby permit any authorized representative of the Sheffield, Alabama, Police Department, City of Sheffield, Alabama 35660, bearing this release or copy thereof, within one (1) year of its date, to obtain any information in your files or records pertaining to my employment, including personal history and disciplinary records. I hereby direct you to release such information upon request of the bearer. This release is executed with full knowledge and understanding that the information is for the official use of the Sheffield, Alabama, Police Department. I hereby release you, as custodian of such records, both individually and collectively, from any and all liability for damages of whatever kind, which may at any time result me, my heirs, family, or associates, because of compliance with this authorization and request to release information, or any attempt to comply with it.

Signed

ACKNOWLEDGMENT AND AUTHORIZATION

IMPORTANT – PLEASE READ CAREFULLY BEFORE SIGNING

I hereby freely authorize release to City of Sheffield of consumer reports and/or investigative consumer reports as part of its evaluation of my application for employment, continued employment, promotion, or volunteer status. I also authorize disclosure to City of Sheffield and/or to Risk Mitigation Services, Inc. or its agents information that City of Sheffield deems pertinent to its consideration of my application for employment, continued employment, promotion, or volunteer status including, but not limited to my employment history, earning history, education, motor vehicle driving licensure and record, criminal history, social media activity, public records, records of administrative adjudications, by any individual, corporation or other private or public entity, including without limitation the following: employers; learning institutions, including colleges and universities; law enforcement agencies; international, federal, state and local courts; the military; motor vehicle records agencies; credit bureaus, and other applicable sources.

I understand this authorization will apply throughout my employment status or volunteer status to the extent permitted by law, unless revoked or canceled by sending a signed revocation letter or statement to City of Sheffield. I understand to the extent allowed by law, information contained in my job application or that I have otherwise disclosed before, during, or after my employment or volunteer status, if any, may be used to obtain consumer reports and/or investigative consumer reports.

I understand that providing false information or omitting material information on my employment application materials or volunteer materials or as part of the employment process is grounds for rejecting employment, terminating employment, or rejecting volunteer status whenever discovered.

This Authorization form, in original, faxed, photocopied, or electronic form, will be valid for any reports that City of Sheffield may request. The following is my true and complete legal name and all information is true and correct to the best of my knowledge.

Applicant Signature – Acknowledgement and Authorization

First Name (please print)	Middle Name	Last name
Social Security Number		Date of Birth
Full Address		City/State/ZIP
Signature		Date

BACKGROUND REPORT DISCLOSURE STATEMENT

Please read the information on this form carefully. It describes your rights as a consumer.

City of Sheffield uses Risk Mitigation Services, Inc. to conduct background investigations as part of its hiring or volunteer process. Such background investigations are covered by Section 603 of the federal Fair Credit Reporting Act (FCRA) and are termed "consumer reports" and/or "investigative consumer reports". Risk Mitigation Services, Inc. is a "Consumer Reporting Agency" (CRA) covered by the FCRA. The City of Sheffield uses the background reports provided by Risk Mitigation Services, Inc. for employment, continued employment, promotion, or volunteer purposes.

City of Sheffield will procure the report from:

Risk Mitigation Services, Inc.,
PO Box 2129
Muscle Shoals, AL 35662
Tel. 866-383-1180
www.riskmitigation.us

Under Section 603 of the FCRA, a consumer report or consumer investigative report is an independent investigation of your background, which may include information regarding your "character, general reputation, personal characteristics, or mode of living." The background report that Risk Mitigation Services, Inc. provides may contain information about your driving record, civil and criminal legal and court records, criminal conviction records, education, professional or employment-related credentials, credit history, identity, locations and addresses where you have lived, Social Security number, education history, previous employment, drug screening, obtained information from social media and other internet sources or other public records.

The FCRA requires that if City of Sheffield denies you employment, continued employment, promotion, or volunteer position as a result of information contained in a background report, you must be provided with a copy of the report, a summary of your rights under the FCRA, and the name, address, and telephone number of the consumer reporting agency that furnished the report and be given a reasonable opportunity to respond to disputed information contained in the report.

I hereby consent to your obtaining the above information from Risk Mitigation Services, Inc.

Applicant Signature – Disclosure Statement

First Name (please print)	Middle Name	Last name
Signature		Date



City of Sheffield, Alabama Application for Employment

We are an equal opportunity employer. We are dedicated to a policy of non-discrimination in employment on any basis including race, creed, color, age, sex, religion or national origin or physical defects.

Please Print in Ink or Type

Date _____

PERSONAL INFORMATION

Name: _____
Last First Middle

Address: _____
Street City State Zip

Phone No.: _____ Social Security No.: _____

Referred By: _____

Are you related to any employee of the City of Sheffield? _____

EMPLOYMENT DESIRED

Position: _____ Date you can start: _____ Salary Desired: _____

Are you employed now? _____ If so, may we inquire of your present employer? _____

Have you applied to the City before? _____ When? _____

EDUCATION

	Name & Location of School	Years Attended
High School	_____	_____
	_____	_____
College	_____	_____
	_____	_____
Trade, Business or Correspondence School	_____	_____
	_____	_____

List any special skills and other qualifications which you feel would qualify you for employment: _____

List the kinds of office or construction equipment you can operate: _____

MILITARY SERVICE

Branch of Service: _____

Rank: _____ Present Membership in National Guard or Reserve: _____

If I am entitled to veteran's preference on an examination, I must furnish my honorable discharge or DD Form 214 no later than the day of the examination.

FORMER EMPLOYERS

Date Month & Year	Name and Address of Employer	Salary	Position	Reason for Leaving
From				
To	Supervisors Name: Phone ()			
From				
To	Supervisors Name: Phone ()			
From				
To	Supervisors Name: Phone ()			
From				
To	Supervisors Name: Phone ()			

Have you ever been discharged from any employment for cause?

If yes, List

Date: _____ Name of Employer: _____

Details: _____

Have you been convicted of a crime in the past 7 years, other than a minor traffic violation? If yes, describe in full: _____

Conviction(s) records are not necessarily a bar to employment.

REFERENCES

Give the names of three persons not related to you you have known at least one year.

Name	Address & Phone Number	Business	Years Known
1.			
2.			
3.			

I authorize investigation of all statements contained in this application. I understand that misrepresentation or omission of facts called for is cause for dismissal. I understand I must demonstrate my fitness for the position and any appointment offered me will be contingent upon the results of a complete character and fitness investigation.

Date: _____ Signature: _____